



Professor Steven Broomhead
Chief Executive

To The Parent/Carer of:

Current year 6 child
Address within Warrington

Paula Worthington
Director of Education, Early Help and SEND
Families and Wellbeing

East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

1 September 2020

Dear Parent/Carer

APPLYING FOR A YEAR 7 PLACE FOR SEPTEMBER 2021

As your child was born between 1 September 2009 and 31 August 2010, he/she is due to transfer to secondary school in September 2021.

To apply for a Year 7 place for September 2021, you will need to register your family's details using the Citizen Portal and then complete an online application form. For details on how to register and apply online, please see overleaf.

The online facility for secondary transfer admissions will be available from **Tuesday 1 September 2020 until midnight on Friday 30 October 2020.**

If you do not live in Warrington you need to apply through the Local Authority you pay your council tax to. Please visit your home Local Authority's website for information.

If you have already applied online and received a submission confirmation email, please ignore this letter.

If you require any further information about applying for a year 7 place for September 2021 for your child, please do not hesitate to contact the School Admissions Team.

Yours faithfully

Tina Waters
Admissions, Organisation and Transport Officer
Families and Wellbeing Directorate
Admission Enquiries: 01925 446226
Email: schooladmissions@warrington.gov.uk

Secondary Admissions 2021-22

Parents of children born on or between 1 September 2009 and 31 August 2010 need to apply for a place in Year 7 for September 2021. The online application is available from 1 September 2020 until the closing date of 30 October 2020.

Our 'Secondary Education – First Admission to Year 7 - Information for Parents 2021-22' booklet will provide details of the application process and should enable you to estimate your chances of success at being allocated a place at a particular school before submitting your application.

We strongly advise that you read all of the information provided in this booklet before completing your application form.

How to apply for a Year 7 place for September 2021

To make an application you first need to register your family's details using the Citizen Portal. The Citizen Portal enables families to apply for Council services such as school places and 2 and 3 year old funding.

To access the Citizen Portal and the online application form please visit our website www.warrington.gov.uk/schools Click on 'Secondary Admissions' and click on the link [To register and apply online for admission to secondary school](#) This page also gives you access to the 'Secondary Education – First Admission to Year 7 - Information for Parents 2021-22' booklet and all other supporting information. **Please note that you will need your Council Tax Reference Number.**

Registration - New users of the Citizen Portal

If you don't already have an account on the Citizen Portal simply click on 'Don't have an account' and follow the instructions. You will receive an email confirming your registration; this email will contain a unique link which will allow you to proceed with your online application. Click on the link and confirm your email and password, you will then be able to add your child's details by clicking on the 'School Admissions' icon.

Please note the link to the application form will expire after 3 days. If you have not accessed the link within this period you will have to re-register.

Registration - Already registered on the Citizen Portal?

If you have previously registered your details on the Citizen Portal you can log in using the same email and password and select the 'School Admission' icon. To complete the online application click the link 'start new application'.

If you cannot remember your password you can click on the forgotten password link.

If you do remember your password but still have problems accessing your account please contact the School Admissions Team on 01925 446226 or schooladmissions@warrington.gov.uk

No access to the internet

If you do not have access to a computer you can access the internet by visiting your local library. Alternatively you can contact the Admissions Team on 01925 4462226 to make an appointment for a telephone conference, where a member of the School Admissions Team can apply on your behalf. You will receive written confirmation of your submission.

Please be aware that anyone using this service cannot opt to receive their offer information via email. The offer information will be posted to the home address on 1 March 2021.